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Changes and Benefits

Changes

- New “Compliance” tab on the top menu bar
- Minor changes to the fields on the forms
- Improved format of Indirect Cost upload page
- New History section for record keeping

Benefits

- Maintain historical documents – **Making eGrants a more comprehensive office of record**
- Reducing duplication of effort
- Improved search function of compliance forms
Current Search Path for Compliance Forms

**Step 1:** Supplementals tab

**Step 2:** In the Supplemental Types field, select “Administrative Requirements”

**Step 3:** Click on the “Name”
Step 4: Under “View, Edit and Complete Forms”, click on “View Forms”

Step 5: Select “Compliance Forms”
### Step 6: Upload the appropriate file you wish to upload

#### COMPLIANCE FORMS

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required</th>
<th>N/A</th>
<th>Approved</th>
<th>Approval Date</th>
<th>Expiration Date</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Title VI Program</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>2</td>
<td>Equal Employment Opportunity (EEO) Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Complementary ADA Paratransit Plans for Fixed-Route Providers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Indirect Cost Allocation Plans (ICAP) and Indirect Costs Rates</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Asset Management/Maintenance Plans</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### The Problem?
- **Current process overwrites what was previously uploaded.**
The Solution

The Solution?
• Separate and house each compliance form under a new tab.

Compliance Search Tab

For more detailed instructions, select the **Show Help** button.

**Compliance Form Type**
- Asset Management/Maintenance Plans
- Bus Safety Program
- Complementary ADA Paratransit Plans for Fixed-Route Providers
- Equal Employment Opportunity (EEO) Program
- Facilities/Other Insurance

**Document Name**

**Organization**

**Status**
New Process for Compliance Forms Upload

**Step 1:** Compliance tab

**Step 2:** In the Compliance Form Type field, select the Compliance Form you want to view, edit, or upload.

**Step 3:** Click on the “Execute” on the top right.

**Step 4:** Click on the “Name” of the document.

Other filters you can use to narrow down search.
Step 5: Hover your mouse over “Forms Menu” AND click on the form name
Step 6: Upload/view the file

Notice the new History section = This is where historical documents will be kept after status is changed to “Complete”. Additional comments is the only editable field appearing in the History section. To be used for clarification of any errors in these “completed” files.
New Process for Compliance Forms Upload (Cont...)

Remember to:
1. Save your changes
2. Change the status (hover mouse over “Status Changes”)
Current Compliance Forms page looks like this

<table>
<thead>
<tr>
<th>COMPLIANCE FORMS</th>
<th>File Upload</th>
<th>Req'd?</th>
<th>N/A?</th>
<th>Approved?</th>
<th>Approval Date</th>
<th>Expiration Date</th>
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<td>1. Title VI Program</td>
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<td>2. Equal Employment Opportunity (EEO) Program</td>
<td>Browse...</td>
<td>○</td>
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<td>○</td>
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</tr>
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<td></td>
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<tr>
<td>3. Complementary ADA Paratransit Plans for Fixed-Route Providers</td>
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<td>○</td>
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<td></td>
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</tr>
<tr>
<td>4. Indirect Cost Allocation Plans (ICAP) and Indirect Costs Rates</td>
<td>Browse...</td>
<td>○</td>
<td>○</td>
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<tr>
<td>5. Asset Management/Maintenance Plans</td>
<td>Browse...</td>
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</tr>
<tr>
<td></td>
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</tr>
<tr>
<td>6. Insurance</td>
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<td>○</td>
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<td>06/01/2020</td>
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<td>7. Bus Safety Program</td>
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<td>8. Single Audits (formerly A-133)</td>
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<td>9. FTA Triennial Review</td>
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<td>10. Documentation of Signature Authority</td>
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</tbody>
</table>
NEW LOOK of Indirect Cost page

New fields for Indirect Cost page ONLY

New for all compliance forms
New Look of Compliance Forms Page (Cont...)

NEW LOOK of all other compliance forms

COMPLIANCE

Asset Management/Maintenance Plans

<table>
<thead>
<tr>
<th>File Upload*</th>
<th>Upload Date</th>
<th>Required?</th>
<th>Approved?</th>
<th>N/A</th>
<th>Approval Date</th>
<th>Expiration Date</th>
<th>TXDOT Comments</th>
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<td>X</td>
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<td></td>
<td>12/10/2019</td>
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<td>This is not a test</td>
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HISTORY

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<th>Upload Date</th>
<th>Required?</th>
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<th>N/A</th>
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<th>Expiration Date</th>
<th>TXDOT Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>eeee(td</td>
<td>12/2/2019</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>12/10/2019</td>
<td>12/27/2019</td>
<td>Testing Testing 123</td>
</tr>
<tr>
<td>eeee(td</td>
<td>12/11/2019</td>
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<td>X</td>
<td>X</td>
<td>12/18/2019</td>
<td>12/19/2019</td>
<td>Testing Testing 123</td>
</tr>
</tbody>
</table>

New for all compliance forms
Step 1: Document starts with Administrative Requirements “In Progress”.

Step 2: PTN HQ indicates which forms are necessary for the agency, and changes status to “In Subgrantee Review”.

Step 3: Agency receives a task and notification that action is required.

Step 4: Agency uploads document(s) and changes status to “In PTN Review”.

Step 5: PTN HQ reviews uploaded document(s), completes the rest of the fields, and if approved, changes status to “Complete”. If not approved, PTN HQ changes status back to “In Progress”. Go back to step 1.
Demonstration on eGrants Test Site
Effective Date:
Monday, February 3, 2020
Questions?

Contact eGrants Help Desk with any questions.

Email: ptn-egrantshelp@txdot.gov
Phone: 512-486-5957

Thank you for your time!